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**Operations**

**INFORMATION MANAGEMENT FOR  
CONTINGENCY OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 11 CS/CCI (CMSgt Michael A. Dixon)

Certified by: 11 WG/SC  
(Lt Col Gregory B. Edwards)

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This instruction implements AFI 10-403, Deployment Planning and AFI 36-2110, Assignments. It explains the eligibility and selection criteria used for tasking Information Managers to support contingency operations. It applies to enlisted Information Managers assigned to Bolling AFB and surrounding areas. Individuals assigned to tenant units on Bolling AFB and surrounding areas may volunteer for tasking providing they have approval from their supervisors. This instruction directs collecting and or maintenance of information protected by the Privacy Act of 1974. The authority to collect and or maintain the records prescribed in this instruction is Title 10, U.S.C., 8013.

**1. PURPOSE :** This instruction helps all affected personnel to understand the procedures for selecting Information Managers (3A0X1) for contingency temporary duty (TDY) taskings.

**2. SELECTION PROCESS :**

2.1. Eligibility: All Information Managers are eligible to deploy, unless covered by specific non-eligibility standards.

2.2. Non-Eligibility:

2.2.1. Minimum time-on-station (TOS) for personnel deploying is: Assigned in the Continental United States (CONUS) – 45 days, assigned in the CONUS and was assigned from a short tour or CONUS isolation station – 60 days. These periods allow military members and their families who have made a recent Permanent Change of Station (PCS) move to stabilize their personal affairs and also satisfy essential post-PCS military and family requirements. Personnel with less than the minimum (TOS) are not available for deployment unless waived by the unit commander. Commanders may waive these deployment selection minimums; however, all other options must be reviewed before committing newly assigned personnel.

2.2.2. Members who have less than 30 calendar days before Date of Separation (DOS) or PCS are not eligible. Unit commanders may waive this restriction provided deployment will not interfere with DOS or PCS processing and departure dates (DOS must not expire during TDY). Before approving a waiver, commanders must review all other available avenues in accordance with AFI 36-2110. If the TDY completion date is more than 30 calendar days before DOS or PCS, the member is available for deployment.

2.2.3. Personnel coded in a non-deployment status based on a medical profile.

2.2.4. Personnel projected or selected as a primary to attend a Professional Military Education course school during the duration of deployment.

2.2.5. Military personnel who have adopted children are not available for deployment until four months after the effective date of adoption. For military couples, only one member is exempted.

### 3. SELECTION CRITERIA :

3.1. Eligible personnel are placed in a database. The database consists of name, rank, skill-level, units, Date Assigned Station (DAS), security clearance, short tour return date, dates of last deployment, and contingency supported. The database is sorted by DAS, date of last deployment, and then by short tour return date. If a member has not completed a short tour, the date entered active duty is used, resulting in a temporary duty (TDY) order of eligibility.

3.2. A primary and alternate will be selected from the eligibility list and the units will be notified. 11 CS/CCI will request information on each individual and a tasking letter can be generated.

3.3. 11 CS/CCI will forward the tasking letter to 11 MSS/MPF (Personnel Readiness Unit (PRU)). **Note: The alternate must be ready to depart on short notice if the primary is unable to fulfill the obligation.**

3.3.1. Once individuals depart on a tasking or deployment, their names falls to the end of the list. Alternates maintain their position. Personnel selected for short TDYs (less than 45 days) may be tasked again before those who have credit for a 90 or 120-day TDY, however, they will not be tasked before those who do not have a credit.

3.3.2. Personnel may volunteer for deployments by submitting a letter through their supervisor and Commander or Agency Chief to 11 CS/CCI. Include the following in the letter must have the individual's name, rank, SSAN, AFSC, identification (ID), Unit Line Number (ULN), Date Required In-place (DRI) date, tour length, and be signed by the squadron commander or designed representative. 11 CS/CCI will forward to 11 MSS/MPF and 11 WG/DP for processing. If, for any reason, the letter individuals are unable to deploy, a letter must be submitted to 11 CS/CCI as soon as possible. However, if 11th Wing is selected to fill a volunteer tasking and member subsequently can't deploy, the Wing is still responsible for filling that volunteer tasking.

**4. RECLAMA REQUESTS :** RECLAMAs must be fully justified. Letters must be signed by the squadron and group commanders and forwarded to 11 CS/CCI. The Functional Manager will forward the letter to 11 WG/CV for approval/disapproval.

**5. DATA COLLECTION AND DOCUMENTATION :** IAW AFI 33-101, *Communications and Information Management Guidance Responsibilities*, personnel supporting IM deployments must complete an AF Form 209, Information Management Operations After Action Report, and forward it to 11 CS/CCI

NLT 30 days after completion of deployment. Information will be used to analyze discrepancies, suggest corrective actions, share lessons-learned, and send analysis and associated data to higher headquarters for evaluation.

JAMES P. HUNT, Colonel, USAF  
Commander